



MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MOTOR VEHICLES, DEPARTMENT OF	RELEASE DATE:	Friday, March 26, 2010
POSITION TITLE:	CEA II, Assistant Director of Legislation	FINAL FILING DATE:	Tuesday, April 13, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	03262010_1

POSITION DESCRIPTION

Under the general direction of the Director, and in support of the Department of Motor Vehicles' Vision and Mission, the incumbent is responsible for the department's Legislative Office. Responsibilities include supervising and managing the Legislative Office staff located in the Headquarters complex and staff located off-site at the State Legislative Office Building; analyzing all bills introduced in the State Legislature having impact on the department; coordinating the department's annual Legislative Proposal Cycle; acting as the principal consultant, policy advisor and technical expert on legislative issues impacting the department; representing the Director at various speaking engagements throughout the state; verifying all additions, changes and deletions to the California Vehicle Code before submission to the department's publications unit; and ensuring a good working relationship with the Legislators and their staff. In addition, the incumbent serves as the primary point of contact for the Joint Legislative Budget Committee, the Senate and Assembly Budget Committees, and the Subcommittees of the Senate and the Assembly and their staff, having responsibility for the department's budget. Respond to questions regarding the department's budget and represent the department, with the Director, in legislative budget hearings.

This position exercises strong influence in the development of new laws, the modification or deletion of existing laws, assessment of proposed bills for departmental impact and makes recommendations to the Director on the departmental position for bills. These efforts have a major impact on departmental policies for mission critical programs, including driver licensing, identification, vehicle registration, and occupational licensing services, which are provided to the public through the Headquarters complex, and the network of public service field offices located throughout California.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated knowledge of the organization and functions of California state government, including the organization and practices of the Legislature and Executive Branch.
2. Demonstrated knowledge of the State's legislative and budgetary processes.
3. Well developed interpersonal skills and ability to communicate effectively orally and in writing; demonstrated ability to communicate and work effectively with executive levels in a State department, members of the Legislature and their staff, lobbyists, legislative advocates, and special interest groups.
4. Demonstrated experience with negotiations, including skills to resolve disputes and conflicts, and implement solutions.
5. Demonstrated ability to effectively represent a State department or Legislator's office both internally and with the public.
6. Experience in personnel management and leadership, which demonstrates the ability to plan, organize and direct the work of multidisciplinary professional and administrative staff.
7. Demonstrated ability to analyze and determine the impact of legislative bills as they relate to State programs.
8. Demonstrated experience as an advisor to a department director, agency secretary or State Legislator.
9. Knowledge of the State's Equal Employment Opportunity Program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA II, Assistant Director of Legislation**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Interested applicants must submit both 1 and 2 below (Applicants who fail to submit both items will be disqualified from the examination):

1. A completed Standard State Application (Form 678), which includes civil service titles and dates of experience.
2. A Statement of Qualifications. The Statement of Qualifications:
 - is a narrative discussion of how the candidate's education, training, experience, knowledge and skills meet the DESIRABLE QUALIFICATIONS for the position;
 - serves as documentation of the candidate's ability to present information clearly and concisely in writing;
 - must be typed; and
 - must be NO MORE THAN TWO PAGES in length, with font no smaller than Arial 10 point.

Resumes do not take the place of the Statement of Qualifications.

FILING INSTRUCTIONS

You may fax a copy of your Standard State Application and Statement of Qualifications to ensure receipt by the Selection Services Unit to Lisa McCann at (916) 657-5848. Faxed copies of the Standard State Application and Statement of Qualifications must be followed up by the original Standard State Application and Statement of Qualifications post marked no later than the final filing date to the address indicated above.

Standard State Applications and Statement of Qualifications delivered in person must be placed in the Examination Drop Box by 5:00 p.m. on the final filing date. Standard State Applications and Statement of Qualifications received via interoffice mail after the final filing date will not be accepted.

Interested applicants must submit:

Applications must be submitted by the final filing date to:

MOTOR VEHICLES, DEPARTMENT OF, Selection and Certifications Unit
P.O. Box 932315, Sacramento, CA 94232-3150
Lisa McCann | 916-657-7553 | lmccann@dmv.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>